



# Smarter Balanced Item Authoring Opportunities- 2013

Dear Educator,

Smarter Balance Consortia (Smarter Balanced), CTB/McGraw-Hill, with support from the Agency of Education are seeking educators who meet the qualifications outlined below to develop mathematics and English language arts/literacy (ELA/literacy) items for the Field Test to be administered in 2013-2014. They:

- Are currently certified or licensed to teach ELA/literacy and/or mathematics in a K-12 public school.
- Are currently teaching in a public school or are currently employed by a public school or district or state education entity, including higher education, located within a Smarter Balanced Governing State.
- Have taught ELA/literacy and/or mathematics in grades 3 through 8 and/or high school within the past three years or have worked in a classroom content support role such as a literacy or mathematics coach, district or state content specialist, etc.
- Have previously reviewed part or all of the Common Core State Standards for the content area in which they are interested in writing items and/or performance tasks.
- In addition, all educators who are interested in serving as an item or performance task writer must submit a statement of interest that is at least one paragraph in length and describes (a) the reason(s) for their interest in developing items and/or performance tasks for the Smarter Balanced assessment system and (b) their qualifications for doing so.

Smarter Balanced is developing a common assessment system for mathematics and English Language Arts (ELA)/literacy that is aligned to the Common Core State Standards. The development involves educators, researchers, policymakers, and community groups in a transparent consensus-driven process to help all students strive for success in a global economy.

The Smarter Balanced Assessment Consortium places strong value on educator participation in the design of the items and tasks that will form the assessment system. The active involvement of educators supports the sustainability of the assessment system and builds capacity among states.

CTB/McGraw-Hill is recruiting educators to participate in item development of selected-response (SR) and constructed-response (CR) mathematics and English language arts/literacy (ELA/literacy) items.

Interested candidates can apply by sending their applications to [MaryAnn.Minardo@state.vt.us](mailto:MaryAnn.Minardo@state.vt.us). States will select a limited number of qualified educators from their state to participate.

CTB/McGraw-Hill will confirm educators to serve as item authors from across all Smarter Balanced Assessment Consortium Governing States. The distribution of educators will represent a balance of geographic regions, grade levels, years of experience, and other demographic data.

Potential item authors will complete requisite training and certification before being confirmed. Confirmed item authors will be responsible to produce high quality items that fully meet all Smarter Balanced Guidelines and Specifications.

## Frequently Asked Questions Regarding Item Authoring

Smarter Balanced is recruiting educators to serve as item authors for the development of mathematics and English language arts/literacy (ELA/literacy) items for the Field Test to be administered in 2013-2014.

### Purpose

Smarter Balanced is a state-led consortium working collaboratively to develop next-generation assessments aligned to the Common Core State Standards (CCSS). The Smarter Balanced Assessment Consortium places strong value on educator participation in the design of the items and tasks that will form the assessment system.

The active involvement of teachers in the development process helps to ensure the assessment system is accurate and efficient and provides more valid evidence of student learning. Through this process, educators and states build capacity to support the overall sustainability and success of the Smarter Balanced Consortium and Assessment System.

### Frequently Asked Questions

#### **Q: What is Item Authoring?**

**A:** Item authoring is the writing and development phase of items. Item authors will be responsible for developing selected-response (SR) and constructed-response (CR) mathematics and English language arts/literacy (ELA/literacy) items for the Field Test to be administered in 2013-2014. Item specifications, task models, and archetypes, have been developed to support the item writing activities.

#### **Q: What is the expected time commitment?**

**A:** Item authors will be expected to complete selected training, certification, and conference calls as well as develop items. Each item author should allow six-to-eight hours a week to spend on writing items. There will be a one-day required training via web-ex and additional trainings available on demand. Conference calls will be scheduled as needed to allow educators to collaborate with groups of item authors.

#### **Q: How are educators selected for item authoring participation?**

**A:** CTB/McGraw-Hill will confirm the educators who have been selected by all of the Smarter Balanced Consortia Governing States to develop items. The distribution of educators will represent a balance of geographic region, grade levels, years of experience, and other demographic data. Potential item authors are required to participate in training and meet certification criteria.

#### **Q: How and when will potential item authors know if they are selected for item development participation?**

**A:** Recruitment for item authors will occur across all Smarter Balanced Governing States. Potential participants and alternates will receive notification from CTB/McGraw-Hill regarding their status of participation.

**Q: Will there be any travel required to complete the item authoring activities?**

**A:** Training, certification, and item writing will occur virtually (travel is not required). Item authors will be responsible to meet technology and confidentiality requirements. Potential item authors will need to have access to the following:

- Internet connection to support online meetings.
- Secure work location where work will not be observed by others.
- Telephone connection to support conference calls.
- Computer capability to support Adobe Reader Software.

In addition, potential item authors must be available to participate in scheduled training and available to work 6-8 hours per week on item development.

**Q: Will Item Authors be paid?**

**A:** Item authors will develop items based on explicit item assignments. Authors will receive reimbursement based on the number of items submitted/accepted. Specific information regarding reimbursements will be provided during educator training.

**Q: What items will item authors be responsible for developing?**

**B:** Item authors will be assigned task models that provide archetypes of items to be developed. The models will target items for specific grades, content areas, claims, and item attributes. Educators should develop the assigned item types under the following guidelines:

- All items must be aligned to the Common Core State Standards (CCSS).
- All items will be developed in accordance with Smarter Balanced mathematics and/or ELA/literacy Content and Item Specifications.
- All items will be conventional SR or CR items as defined by the Smarter Balanced Item Specifications.
- Items will be developed according to the task models assigned to each item writer.
- Smarter Balanced will be the sole owner of items that authors develop.

**Q: What qualifications do educators need to participate in item authoring?**

**A:** Participants must meet the following general qualifications:

- Currently certified or licensed to teach ELA and/or mathematics in a K-12 public school.
- Currently teach in a public school or currently employed by a public school, district or state education entity including higher education located within a Smarter Balanced Governing State.
- Taught ELA and/or mathematics in grades 3 through 8 and/or high school within the past three years or have worked in a classroom content support role such as a literacy or math coach, district or state content specialist, etc.
- Previously reviewed part or all of the Common Core State Standards for the content area in which they are interested in writing items and/or performance tasks.
- In addition, all educators who are interested in serving as an item or performance task writer must submit a statement of interest that is at least one paragraph in length and describes (a) the reason(s) for their interest in developing items and/or



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performance tasks for the Smarter Balanced assessment system and (b) their qualifications for doing so.

Potential item developers that have completed training and met the preliminary qualifications may continue in the certification process.

**Q: Are recently retired teachers eligible to participate?**

**A:** The Smarter Balanced Participant Qualification Guidelines define the following criteria:

- Currently certified or licensed to teach ELA/literacy and/or mathematics in a K-12 public school.
- Currently teach in a public school or currently employed by a public school, district or state education entity including higher education located within a Smarter Balanced Governing State.

This requirement limits the participation of education employees to those who currently hold a position within an educational institution. Participation in this item development opportunity is also meant to serve as a professional development activity for current school and district employees.

## Field Test Educator Item Author Application

Educator Application	
Educator First Name:	
Educator Last Name:	
Primary E-mail Address:	
Secondary E-mail Address:	
Contact Phone Number:	
Name of District or Education Entity for 2012-2013:	
Name of School for 2012-2013:	
District Type (X): <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	
State:	
Region in State (X): <input type="checkbox"/> North <input type="checkbox"/> Central <input type="checkbox"/> South	
Content Areas Taught or Supported Within The Last 3 Years:	
Grade Level (s) Taught or Supported within the Last 3 Years:	
Educator Ethnicity (X): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
Educator Race (X) (Mark all that apply) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	
Student Populations Taught or Supported Within the Last 3 Years (X): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> English Language Learners <input type="checkbox"/> Students with Disabilities	
Educator accessibility (Y/N)	
<input type="checkbox"/> Internet Connection to support online	



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meetings.
___Secure work location where work will not be observed by others.
___Telephone connection to support conference calls.
___Computer Capability to support Adobe Reader Software.
___Available to participate in training.
___Available to work 15 to 30 days on item writing assignments.
Write a statement of interest that is at least one paragraph in length and describes (a) the reason(s) for your interest in developing items and/or performance tasks for the Smarter Balanced assessment system and (b) your qualifications for doing so.